Grant & Per Diem: Request Capital Payment

How-To: **Submit a Capital payment request**	**GPD Provider Webpage**

Step 1: Log into SmartSimple

Access Smart Simple: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button:

Step 2: From Main, select the appropriate grant award under My Grants

From the SmartSimple main page look under **My Grants** for the Capital **FAIN/Grant ID** for which you would like to submit a payment request.

You must open your grant record to submit a payment request

Step 3: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right and select this tab.

Step 4: From the REQUEST ACTIVITY tab; select CREATE Quarterly Report
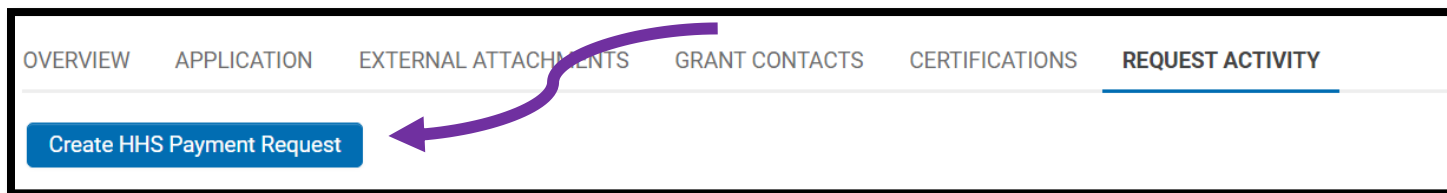
From the **Request Activity** tab select the **Create HHS Payment Request** (blue button)

Step 1: Complete the form (Amount Requested, Name, Title, Email); instructions for each field must be followed exactly or the activity will be returned for corrections

← ▼ | **Actions ▼**

Type: HHS Payment Request	**Organization Name:** GPD TESTING, INC	⟩ ⓘ
Grant ID:	**Status:**	

* Amount Requested:

> This amount must match exactly to the amount requested in HHS Division of Payment Management System

[   ]

* SF-270, SF-271, and/or Invoices

Grantees must upload the SF-270 (acquisition) or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS. Additionally, associated invoices to substantiate costs incurred related to this payment request must be attached. Failure to provide the proper documentation will result in your request being rejected.

Click Save before adding attachments

AUTHORIZED SUBMITTING

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), I declare to the best of my knowledge the foregoing is true and correct.

* Authorized submitting official's name

[   ]

* Authorized submitting official's title

[   ]

* Authorized submitting official's email

[   ]

🖫 Save Draft

Step 2: Click Save Draft for the upload documents button to appear

Step 3: Upload all relevant forms and invoices for payment

* Upload SF-270, SF-271 and Invoices

1. Upload the SF-270 (acquisition) and/or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS.
2. Upload associated invoices to substantiate costs incurred related to this payment request. Advances are **NOT** authorized, except for acquisition of land or a facility.
Failure to attach the proper documentation will result in your request being rejected.

⬆

Step 4: Verify all your documents were uploaded and appear under "File Name"

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
	File Name ▲		Size	Date	
📄	SF270.pdf		189.9 KB	12/13/2021 08:10	⋮

Total Files: 1

Step 5: Click "Submit" *Your request will not come through to our office without this step*

AUTHORIZED SUBMITTING

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), correct.

* Authorized submitting official's name

First Last

* Authorized submitting official's title

CFO

* Authorized submitting official's email

firstlast@gmail.com

💾 Save Draft   Submit

Step 6: Navigate to main page; activity should be in pending status

After submitting the payment request, navigate to the SmartSimple main page (shown in step 2) and your activity/task will indicate **Submitted** status.

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues. **Grantees may only request funds once they have CFM approval.**

ALL TASKS (20)   PRELIMINARY DOCUMENT REQUEST (0)

1-20 of 20 ‹ ›

	#	Organization Name	Grant Type	Grant ID	Activity Type	Status
☐	1	GPD TESTING, INC	**Capital Grant**	TEST234-2849-570-CG-22	HHS Payment Request	Submitted

Grantee will only be notified if corrections are needed, otherwise it will be reviewed and accepted for payment. Grantees will see the request updated to *Approved* status under "My Tasks" AND our office will process the corresponding payment request in HHS. Funds will be sent to the organization via EFT.

My Tasks

ALL TASKS (20)   PRELIMINARY DOCUMENT REQUEST (0)

| GPD TESTING, INC | Capital Grant | TEST234-2849-570-CG-22 | HHS Payment Request | Approved |

For future payment requests, complete another *Create HHS Payment Request* activity/task.